Advanced Culinary Skills Training Course (ACSTC)

McLaughlin BLDG
4200
16th ST & B Ave
Ft. Lee, VA 23801

IN-PROCESSING PROCEDURES / DAY ONE

1. All Army Personal Reporting For The Enlisted Aide Course (EATC) or Advanced Culinary Skills Training Course (ACSTC) must first In process **T Co 266th, QM BN building 3206 at 0530 hrs for mandatory height / weigh-in on start date**. The weigh-in uniform will be PT uniform according to current weather conditions. Students must provide a copy of their orders. The POC for T Co and in-processing procedures will be SSG Fuentes / SFC Rooks at 804-734-6533 / 6977.
2. Once weigh-in is complete, T Co will release the students to proceed to Soldier Support Center Building 3400, room 136 for In-Processing at 0730. Student must be in ACUs or chef uniform (Black Pants, white chef coat, and headgear-ACSTC only) when going to Soldier Support Center. Student must provide copies of orders(10ea), DD93 (1ea) and SGLI (1ea).
3. ACSTC Students will report to Building 4200 Room 262 at 1000hrs on start date. Bring one copy of orders to class. Duty uniform will be **black pants, white chef coat, white undershirt , black shoes and socks.** Students may arrive to class in a polo shirt or other professional shirt and change into the chef coat once in class. When wearing the chef coat, student must have name plate and rank. Rank insignia must be worn with the chef coat. The standard wear of the chef uniform outside the building is, white chef coat/undershirt, name plate, rank, headgear, black shoes and socks. Bring a business casual outfit for a class field trip (slacks, button down shirt, or blouse, and appropriate shoes).
4. EATC Students will report to Building 4200 Room 154 at 1000hrs on start date. Bring a copy of orders to class. Duty uniform will Army Combat Uniform (ACU) or Military Branch equivalent. Bring a business casual outfit for a class field trip (slacks, button down shirt, or blouse, and appropriate shoes).
5. Non Army personnel will report to Building 4200 to appropriate class room.

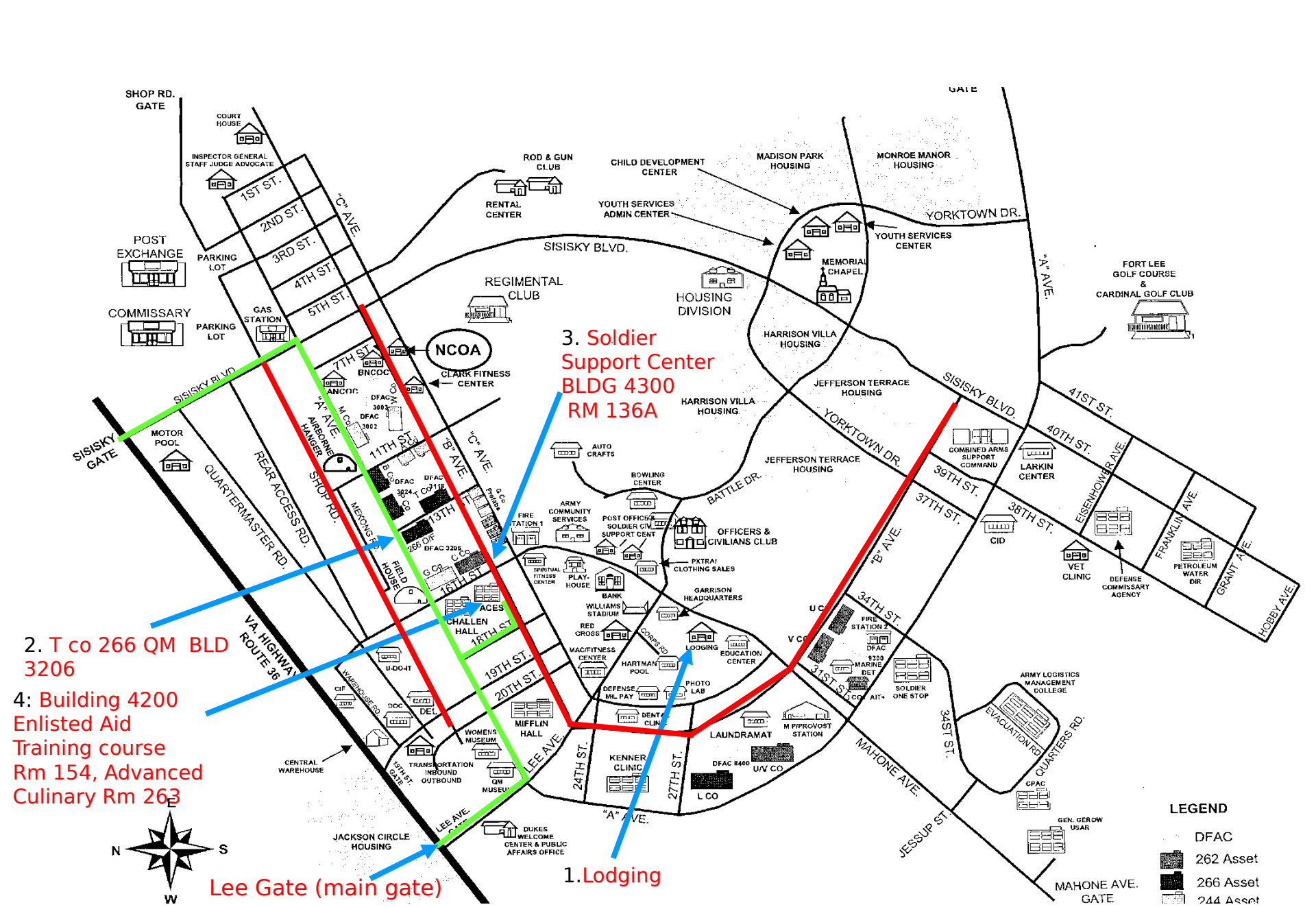
* Pack according to FT. Lee weather conditions

OUT-PROCESSING PROCEDURES

1. All Army students must out-process ***T Co 266th QM BN building 3206*** before course graduation. POC is be SSG Fuentes / SFC Rooks / Mr. Boozer @ 804-734-6533 / 6977 / 6534. More information will be given by the course instructor.

Administration	
Admin Clerk	804-734-3106
	804-931-5157
Advanced Culinary Skills Training Course	
Office	804-734-3106/3101
Instructor	804-734-3103
Instructor	703-969-9284
Instructor	719-232-4320
Enlisted Aide Training Course	
Office	804-734-3112
Instructor	804-243-9205
Instructor	804-638-4421

*Call one of the instructors if any questions arise.



Road in red are closed for Pt 0530-0730, green route is the best route to get to Bldg 4200 during PT